



CORI BUSH
CONGRESSWOMAN FOR MISSOURI'S 1ST

Community Outreach Coordinator

SUMMARY: The Community Outreach Coordinator monitors and updates the Member and District Director on district and local issues. This position acts as a liaison to St. Louis community stakeholders for the member; establishes and maintains federal, district, and local agency relationships for the member and constituents; and answers casework correspondence and verbal communications with constituents.

Women, people of color, LGBTQIA+, unhoused people, formerly incarcerated individuals, and members of other marginalized communities are encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, criminal history or parental status.

Reports to: District Director

Direct Reports: N/A

ESSENTIAL JOB FUNCTIONS REQUIRED:

- Acts as the representative for the Member within their area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Congresswoman and the District Director of all happenings in their assigned issue areas by developing and maintaining stakeholder relationships with St. Louis community organizations, interacting with constituents, and screening district media sources;
- Assists with developing and implementing proactive outreach strategies to community stakeholder groups;
- Together with the District Director, develops and maintains up-to-date community contact lists and facilitates community relationships with legislative and other staff;
- Handles casework assignments as needed;
- Represents the congressional office at community meetings, maintains current records of and reports on current community developments to the District Director, and advises congressional office on outreach strategy;
- Works with the District Director, Director of Operations and Scheduling, and Press Secretary to identify and direct communications opportunities to the Communications team to ensure appropriate media participation;



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- Assesses community developments as well as constituent casework for opportunities for legislative action and makes recommendations to the District and Legislative teams;
- Monitors and staffs scheduled district meetings for the Member with constituents as needed;
- Writes, develops, and briefs the Congresswoman on preparatory documents including memos and other background materials in preparation for constituent meetings and events;
- Assists with training interns and fellows to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Prepares periodic reports for the District Director on district activities in their assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Member, staff, and constituents;
- Accepts performance-based feedback and direction;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, some nights and weekends; and
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

At least 3 years of experience; strong academic credentials. Alternatively, 5 years of related experience or training in outreach or equivalent similar experience.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong oral and written communication skills;
- Reliable, compassionate and kind;
- Have a love for people and a commitment to altruism;
- Proficiency in Office 365, Google Suite and Slack preferred;
- Team player, flexible and easily adaptable to change;
- Feel comfortable asking questions;
- Working knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;



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- Knowledge of all issues and events in the district in which the Member is involved;
- Temperament to communicate with a variety of personalities in a tactful and welcoming manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures.

WORKING CONDITIONS:

- Field duties require work during regular office hours and some nights and weekends. Additionally, must be able to travel within the district and hold a valid driver's license.
- Employee must be able to work in a moderately noisy and crowded work environment without an expectation of privacy.

COMPENSATION:

The salary for the position is \$45k, along with a competitive benefits package that includes health insurance, dental, federal student loan payments (terms apply) and paid FMLA.